

**ESSEX HOUSING AUTHORITY
16 MAIN STREET
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February 19, 2018

Present: Janice Atkeson, Rosemary Willis, Yolanda Lowe, Rick Stebbins, Gary Arnhold and Mary Mansour

Called to Order

Meeting was called to order at 4:07 p.m. by board chair, Janice Atkeson.

Approval of Minutes

Minutes from the December 18, 2017 meeting were approved as written.

Resident Report

Gary Arnhold was present as the newly appointed Resident Representative. There was no formal resident report.

Financials

Financials were reviewed and accepted. There were questions about overages on Maintenance. Maintenance is paid by both Essex Court and Essex Place. There may have been some overtime due to snow removal and plumbing issues.

We have a new landscaping contract with Ubh. We will pay a monthly fee instead of a per diem amount, and Ubh will take care of all of our year round landscaping and snow removal.

We have noted an increase in electric costs.

Management Company Report

No formal report

Manager's Report was read and discussed.

Essex Court has no delinquencies.

We have 49 applicants on the waiting list.

Tammy is away until Mid-March. In her absence, lunches have continued. We had a luncheon over at Essex place for Valentine's Day. It was enjoyed by many residents from both properties. We have a Veterans pasta dinner taking place in March along with another performance by the Adult Community Music School Band at the end of the month.

Old Business

Garden iron began railing replacement / installation on two units in early February. Unfortunately, the work completed was substandard. Consequently, we will pay for the work completed and the inventory held by the contractor and the work will be completed by another provider. The estimate for the new contractor is significantly less than the one provided by the original contractor.

Thanks to the efforts of the Board Chair and board members, a significant portion of the funds needed for the kitchen project at EEHA have been raised. An electrician and plumber will be on site this week with cabinet delivery scheduled for Wednesday, February 21, 2018. If all goes according to plan, we may have cabinet installation by the end of the week. The stove, refrigerators and sink are already on site.

New Business

We are sorry to report that one of our residents passed away in January. The resident's wife will remain in the unit. A recertification has been completed.

March is recertification month. We are collecting documents from all residents and will begin the renewal process immediately.

Quarterly grounds inspections were completed by maintenance. Unit inspections will also take place later this month.

NEXT MEETING is April 16, 2018 at 4PM. .

Regular Meeting was Adjourned at 4:43pm.

Motions and Votes for Regular Meeting

None

Respectfully submitted by Mary Mansour February 20, 2018